

# Universal Application

Planning Division

Effective: July 1, 2014  
Revised: July 1, 2014

<p>Applicant: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone #: _____</p> <p>Fax No.: _____</p> <p>Email: _____</p> <p>Site: _____</p> <p>APN: _____</p>	<p><b><u>For Staff Use Only:</u></b></p> <p><b>File No.:</b> _____</p> <p><b>Date Received:</b> _____</p> <p><b>Accepted By:</b> _____</p> <p><b>Note:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b><u>Annexation</u></b></p> <p><input type="checkbox"/> Deposit \$5,800.00</p>	<p><b><u>Amendment</u></b></p> <p><input type="checkbox"/> Deposit \$2,200.00</p>
<p><b><u>Conditional Use Permit</u></b></p> <p><input type="checkbox"/> Residential – Up to \$2,000.00 # units</p> <p>Deposit - \$500 per unit \$</p> <p><input type="checkbox"/> Non-residential* \$2,200.00</p> <p>Deposit \$213.00</p> <p>* Plus Engineering fees of \$2,156.00 + \$1,000.00</p> <p>per acre for commercial projects ≥1 acre; # ac.</p> <p>\$1,024.00 for commercial projects &lt;1 acre \$</p>	<p><b><u>Design Review</u></b></p> <p><input type="checkbox"/> Residential – Less than 5 units # units</p> <p>Deposit \$500.00 /unit up to \$2000 \$</p> <p><input type="checkbox"/> Residential (5 units or more) \$6,600.00</p> <p><input type="checkbox"/> Non-residential * \$6,600.00</p> <p>Deposit \$6,600.00</p> <p>* Plus Engineering fees of \$2,156.00 + \$1,000.00</p> <p>per acre for commercial projects ≥1 acre; # ac.</p> <p>\$1,024.00 for commercial projects &lt;1 acre \$</p>
<p><b><u>Tentative Maps</u></b></p> <p>Number of lots</p> <p><input type="checkbox"/> Deposit \$6,000.00</p> <p><input type="checkbox"/> Parcel Map Waiver \$2,541.00</p> <p><input type="checkbox"/> Tentative Subdivision Map Review \$2,937.00 + \$10.00 per lot \$</p> <p><input type="checkbox"/> Tentative Parcel Map Review \$1,705.00 + \$10.00 per lot \$</p> <p><input type="checkbox"/> Tentative Parcel Map Waiver Review \$753.00</p>	<p><b><u>Time Extension</u></b></p> <p><input type="checkbox"/> \$1,197.00</p> <p><b><u>Peer Review</u></b></p> <p><input type="checkbox"/> Deposit \$</p> <p>Actual cost + 25% City Administration</p> <p><b><u>Outdoor Dining / Merchandise Display Review</u></b></p> <p><input type="checkbox"/> No Charge</p> <p><b><u>Preliminary Application Review</u></b></p> <p><input type="checkbox"/> No Charge</p>
<p><b><u>Variance</u></b></p> <p><input type="checkbox"/> Deposit \$1,700.00</p> <p><input type="checkbox"/> Administrative \$822.00</p>	<p><b><u>Residential Street Addressing</u></b></p> <p><input type="checkbox"/> Subdivisions \$177.00</p> <p><input type="checkbox"/> Secondary Units \$44.96</p>
<p><b><u>General Plan Maintenance Fee</u></b></p> <p><input type="checkbox"/> # units or s.f. \$297.00</p> <p>Per dwelling unit or non res per 2,500 s.f. \$</p>	<p><b><u>General / Specific Plan Amendment</u></b></p> <p><input type="checkbox"/> Deposit \$5,800.00</p>
<p><b><u>Sign Permit/Review</u></b></p> <p><input type="checkbox"/> Administrative \$267.00</p> <p><input type="checkbox"/> Master Sign Program \$2,600.00</p> <p>Deposit \$2,600.00</p> <p><input type="checkbox"/> Planning Commission Approval Permit \$900.00</p> <p>Deposit \$900.00</p> <p><input type="checkbox"/> Temporary Permit - Signs &amp; Banners No Charge</p>	<p><b><u>Residential Condo Conversion</u></b></p> <p><input type="checkbox"/> Deposit \$2,200.00</p> <p><b><u>Special Studies</u></b> – (Traffic, Environmental, etc.)</p> <p><input type="checkbox"/> Deposit \$</p> <p>Actual cost + 25% City Administration</p>
<p><b><u>Temporary Use Permit</u></b></p> <p><input type="checkbox"/> TUP \$732.00</p> <p><input type="checkbox"/> Minor TUP \$58.00</p>	<p><b><u>Adult Oriented Zoning Review</u></b></p> <p><input type="checkbox"/> \$4,173.00</p> <p><b><u>Rezoning / ZOA</u></b></p> <p><input type="checkbox"/> Deposit \$4,900.00</p>

<b>Development Agreement</b> <input type="checkbox"/> Deposit \$4,200.00	<b>Affordable Housing</b> (Legal review or consulting) <input type="checkbox"/> Deposit (Actual cost + 25%) \$	
<b>Parking In-Lieu</b> <input type="checkbox"/> \$ _____ Number of spaces _____ Fee is \$3,539.00 per space for Retail/Office/Commercial, or any required additional off-site Residential parking space.	<b>Landscape Plan Check &amp; Inspection Fee (by Staff)</b> <input type="checkbox"/> Deposit \$3,000.00 <b>Landscape Plan Check &amp; Inspection Fee (by consultant)</b> <input type="checkbox"/> Deposit \$ _____ Actual cost + 25%	
<b>Appeal</b> <input type="checkbox"/> \$319.00	<b>Admin Oil Permit</b> <input type="checkbox"/> Deposit \$2,500.00	
<b>Archival Fee</b> <input type="checkbox"/> \$161.00 No charge if provided in acceptable electronic format	<b>Agricultural Mitigation Fee, per acre</b> <input type="checkbox"/> \$6,571.00 per acre # ac _____ \$ _____	
<b>Habitat Conservation</b> <input type="checkbox"/> \$1,371.38	<b>Complex Habitat Applications</b> <input type="checkbox"/> Deposit \$3,000.00	
<b>Environmental Review</b> <input type="checkbox"/> Environmental Impact Report Consultant cost + 25% for City Admin. Deposit \$ _____ <input type="checkbox"/> Negative Declaration (prepared by staff) Deposit \$3,500.00 <input type="checkbox"/> Mitigated Negative Declaration (prepared by staff) Deposit \$4,900.00 <input type="checkbox"/> Mitigated Negative Declaration (prepared by consultant) Deposit (Actual cost + 25%) \$ _____	<b>Contra Costa County Clerk Filing Fees</b> <input type="checkbox"/> Notice of Exemption \$50.00 <input type="checkbox"/> Notice of Determination (ND, MND) \$2,231.25 <input type="checkbox"/> Notice of Determination (EIR) \$3,079.75 <small>*An Environmental Determination for every application is made by the Community Development Department Staff following the submittal of a complete application. The applicant will be notified of the appropriate fee following this determination. The State Department of Fish &amp; Game and Contra Costa County require the above Filing fee (AB 3158) at the time of project approval. Fees are to be included with the Application fees to the City of Brentwood.</small>	
<b>Categorical Exemption</b> <input type="checkbox"/> \$177.00	<b>RGMP</b> <input type="checkbox"/> \$2,998.00	
Disclaimer: This Universal Application is a standard form. The City Council periodically amends the fee schedule shown on this application. Notwithstanding the fee stated on this application, the fees shall be those approved by the City Council and shall be effective on the applicable date for those actions. Therefore, this form may not be the current version and may not contain current information, as fee schedule information contained herein may have changed and/or has been updated. The City of Brentwood makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. The City of Brentwood shall assume no liability for: 1) Any Errors, Omissions, or Inaccuracies in the information provided regardless of how caused; or 2) Any missing or incomplete information. A current copy of this form may be obtained at the City of Brentwood, Community Development Department at 150 City Park Way, Brentwood, CA 94513.		
<b>FOR STAFF USE ONLY</b>		
<b>Fees Received:</b>		
Date	Receipt No.	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Notes:		

**Proposed Project Name:** \_\_\_\_\_  
**Project Location or Address:** \_\_\_\_\_  
**Detailed Project Request/Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's/Developer's  
Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Fax**  
**No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Architect's or Engineer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Fax**  
**No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Property Owner of Record's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Fax**  
**No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**CERTIFICATION:**

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Company Name

**NOTE:** If the Applicant is not the Property Owner, then the Property Owner must sign below to authorize the Applicant as his/her official representative.

I, \_\_\_\_\_ property owner, do hereby authorize the Applicant,  
\_\_\_\_\_  
as my official representative in all matters relating to this  
Application.

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date



# INITIAL ENVIRONMENTAL QUESTIONNAIRE

(To be completed by applicant)

Planning Division

Effective: July 1, 2007  
Revised: June 25, 2007

APPLICATION NO.: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

## I. GENERAL INFORMATION:

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Name and address of project: \_\_\_\_\_  
Assessor's Parcel Number(s): \_\_\_\_\_
3. Name, address, and telephone number of person(s) to be contacted concerning this project: \_\_\_\_\_  
\_\_\_\_\_
4. List and describe any other related permits and other public approvals required for this project, including those required by City, regional, state, and federal agencies: \_\_\_\_\_  
\_\_\_\_\_
5. Existing land use and zoning district: \_\_\_\_\_  
\_\_\_\_\_
6. Proposed use of site (project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

## II. PROJECT DESCRIPTION (address each item where applicable; attach additional sheets as necessary):

- |                                     |   |
|-------------------------------------|---|
| 7. Site Size                        | 12. Proposed scheduling/timing of development   |
| 8. Square Footage                   | 13. Associated projects                         |
| 9. Number of floors of construction | 14. Anticipated phasing/incremental development |
| 10. Amount of off-street parking    | 15. Amount of impervious surface created        |
| 11. Attach plans                    |   |

## II. PROJECT DESCRIPTION (continued):

16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood-, city-, or regionally-oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

## III. ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS? (discuss all items checked "yes"; attach extra sheets as needed)

YES    NO

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
| ___ | ___ | 22. Change in scenic views or vistas from existing residential areas or public lands or roads.                                 |
| ___ | ___ | 23. Change in pattern, scale, or character of the general area of the project.   |
| ___ | ___ | 24. Significant amounts of solid waste or litter.  |
| ___ | ___ | 25. Change in dust, ash, smoke, fumes or odors in vicinity.  |
| ___ | ___ | 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.       |
| ___ | ___ | 27. Substantial change in existing noise or vibration levels in the vicinity.  |
| ___ | ___ | 28. Site on filled land or on slope of 10 percent or more.   |
| ___ | ___ | 29. Disposal of potential hazardous materials, such as toxic substances, flammables, or explosives.                            |
| ___ | ___ | 30. Substantial change in demand for municipal services (police, fire, water, sewer, etc.).                                    |
| ___ | ___ | 31. Substantially increased fossil fuel consumption (electricity, oil, natural gas, etc.).                                     |
| ___ | ___ | 32. Relationship to a larger project or series of projects.  |
| ___ | ___ | 33. Site previously used for agricultural purposes.  |

I hereby certify that the statements furnished are true and correct to the best of my knowledge.

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(DATE)